

AGREEMENT

BETWEEN

BOARD OF EDUCATION OF THE BOROUGH OF
FORT LEE IN THE COUNTY OF BERGEN

and

FORT LEE EDUCATION ASSOCIATION

JULY 1, 2005 TO JUNE 30, 2008

Teachers Contract
August 14, 2006




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PREAMBLE

This Agreement is entered into the *14* day of *August*, 2006, by and between the **BOARD OF EDUCATION OF THE BOROUGH OF FORT LEE** in the County of Bergen, hereinafter called the "Board," and the **FORT LEE EDUCATION ASSOCIATION**, hereinafter called the "Association."

ARTICLE I.

RECOGNITION.

1. The Board hereby recognizes the Association, during the term of this agreement, as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel not engaged as supervisory employees and non-certificated classroom instructional aides who comprise the unit hereunder as follows:

- a. Classroom teachers
- b. Psychologists other than the Director of Special Education
- c. Nurses
- d. Librarians
- e. Guidance Counselors
- f. Social Workers
- g. Learning Disability Teacher Consultants
- h. Speech Therapists
- i. Classroom Instructional Aides
- j. Summer School Teachers not including the Principal

2. Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiations unit as defined above, and reference to male teachers shall include female teachers.

3. The term "supervisory employee" is hereby defined as meaning an employee having the power to hire, evaluate, discipline or effectively recommend the same.

4. The following personnel are hereby specifically excluded from the negotiation unit:

- a. Per diem appointments
- b. Substitutes, including long-term substitutes
- c. Departmental supervisors

ARTICLE II.

NEGOTIATION OF SUCCESSOR AGREEMENT.

1. A. The Parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, as amended in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all personnel in the negotiations unit for whom the Association is authorized to negotiate in accordance with Article I, "Recognition," of this Agreement. An Agreement so negotiated shall be applicable to the aforementioned personnel, shall be reduced to writing, and when adopted by appropriate Resolution of the Board and approved by appropriate resolution of the Association by its internal procedures, shall be signed by the Board and the Association. Prior to execution of the Agreement, the Association's representatives shall notify the Board in writing that they are authorized to execute the Agreement in accordance with and in compliance with its internal procedures.

B. The Board and the Association shall exchange their contract proposals by January 15th of the school year in which this Agreement expires. The proposals shall be exchanged through the Superintendent of Schools.

C. Additional proposals, if any, by the Board and the Association shall be submitted no later than ten (10) school days following the submission of proposals pursuant to the provisions of 1.B.

D. During the school week following the thirtieth

(30th) school day subsequent to the receipt of the proposals submitted pursuant to the provisions of 1.B or 1.C set forth above, whichever is later, the initial negotiations session between the Association and the Board shall be held.

ARTICLE III.

GRIEVANCE PROCEDURE.

1. Definitions.

a. The term "grievance" means any alleged violation of this Agreement or any dispute with respect to its meaning or application.

b. The term "grievance" and the procedures relative thereto, shall not be deemed applicable in the following instances:

i. The failure or refusal of the Board to renew a contract of a non-tenured teacher.

ii. In matters where a method of review is prescribed by law, or by any rule, regulation or by-law of the State Commissioner of Education or the State Board of Education.

c. The term "teacher" shall mean any regularly employed individual covered in Article I, "Recognition."

d. The term "representative" shall include any organization, agency or person authorized or designated by any employee or any group of employees, or by the Board to act on its or their behalf and to represent them.

e. The term "party in interest," is the aggrieved teacher, his/her immediate superior, the school principal or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

2. Purpose.

a. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances which may, from time to time, arise, affecting teachers employed by the Board.

b. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given notice of such adjustment.

3. Procedure.

a. Since it is important the grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every reasonable effort should be considered to expedite the process. The time limits specified may, however, be extended by mutual agreement. If any deadline established by this Article falls on a day when the Board office is closed, said deadline shall be extended to the first day thereafter when the Board office is open.

b. An aggrieved teacher shall institute action under the provisions hereof within twenty (20) calendar days of the occurrence of the grievance. Failure to act within said 20-day period shall be deemed to constitute an abandonment of the grievance.

c. Whenever the teacher appears with a representative the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

d. **Level I.** A teacher shall first discuss the grievance orally with his/her immediate superior (supervisor or principal) with the objective of resolving the matter informally. Where the immediate superior is below the position of principal, the principal shall be notified and shall have the right to be present at and to participate in said discussion. A decision shall be rendered by the immediate superior within seven (7) calendar days of the discussion.

e. **Level II.** If the aggrieved teacher is not satisfied with the disposition of the grievance at the preceding level, a written grievance may be filed with the Superintendent of Schools or his/her designee within seven (7) calendar days after the decision is made at the preceding level. The written grievance shall be furnished by the aggrieved teacher to his/her immediate superior and to the school principal, and shall specify: (i) the nature of the grievance; (ii) the results of the discussion; (iii) the basis of the dissatisfaction with the determination; (iv) the remedy sought. The Superintendent of Schools or designee shall hold a hearing, at where all parties in interest may be heard, within ten (10) calendar days after receiving the written grievance. Within ten (10) calendar days after the hearing, the Superintendent of Schools or designee shall render a written decision. This decision shall be provided to the

teacher, representative (if any), the school principal and the aggrieved teacher's immediate superior.

f. **Level III.** If the aggrieved party is not satisfied with the disposition of the grievance at the previous level, or if no decision has been rendered within fifteen (15) calendar days after reaching the Superintendent of Schools, the aggrieved party may request that the Association request a hearing of the Board. The Association's request shall be in writing, setting forth the reasons, and be transmitted within fifteen (15) calendar days to the Superintendent of Schools, who shall attach related papers, including copies of those requested by the Association and forward the request to the Board. The Board, or a committee thereof, shall hear the grievance within fifteen (15) calendar days after receipt of the grievance. The Board or its committee will make arrangements for a meeting with all parties in interest to hear the matter. The Board shall render a written decision within twenty (20) calendar days from the date of the close of the hearing, setting forth reasons for its decision. Copies of such decision shall be transmitted to the aggrieved party and the Association within five (5) calendar days from the date the decision was rendered by the Board.

g. **Arbitration.** In the event a teacher is dissatisfied with the determination of the Board, he shall request that the Association pursue arbitration according to rules and regulations established by the American Arbitration Association. The authority of any arbitrator shall be limited solely to the

interpretation of the Agreement and he shall have no authority to add to, subtract from or modify any of said provisions. In rendering the decision, the Arbitrator may take into consideration arguments of past practice only as they relate to the particular grievance under consideration, provided, however, that the issue of past practice shall be confined to terms and conditions of employment and shall not include any matters involved with education policy decisions. In rendering the decision, the Arbitrator shall be bound by the laws of the State of New Jersey and the United States, decisions of the Courts of New Jersey and of the United States, and rulings and decisions of the Commissioner of Education and the State Board of Education. The decision of the Arbitrator shall be binding upon the parties.

h. A request for arbitration shall be made no later than twenty (20) calendar days following the determination at the prior step. Failure to file within said time shall constitute a bar to such arbitration unless the Association and the Board shall mutually agree upon a longer period of time within which to assert such a demand.

i. In the event of arbitration, the costs of the Arbitrator's services shall be borne equally by the Board and the Association. All other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

4. Miscellaneous.

j. All meetings and hearings under this procedure

shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives as are heretofore referred to in this Article.

ARTICLE IV.

NO STRIKE PLEDGE.

1. The Association agrees that during the term of this Agreement, neither the teacher organization nor any person acting on its behalf will cause, authorize or support any strike or any other job action, or the invocation of sanctions against the Board. Should a strike or other such job action occur, the Association shall attempt to direct its members to fulfill their responsibilities hereunder.

2. The teachers participating in the aforementioned actions may subject themselves to appropriate disciplinary action.

ARTICLE V.

SALARIES.

1. **Salary Guides.** The salary guide for the school years July 1, 2005 through June 30, 2008, are set forth in Schedule A, which is attached hereto and made a part hereof.

2. **Service Credit.** In order to receive credit for service and movement on the salary guide, a teacher must work ninety-four (94) pensionable days inclusive of five (5) absences for eight-nine (89) work days within a school year.

3. **Withholding of Increments.**

a. The Board may withhold for inefficiency or other just cause, the increment of any teacher.

b. Increments may be withheld in accordance with the following:

- i. A teacher shall be notified of the deficiencies.
- ii. A teacher shall be given a reasonable amount of time to make up such deficiencies.
- iii. The teacher shall have the opportunity of discussing the matter with the Superintendent prior to a decision by the Board.
- iv. The withholding of an increment by the Board may be appealed to the Commissioner of Education, who will consider due process as substantive matters in rendering a decision.
- v. A withholding of increment shall not be

subject to the grievance procedure.

4. Method of Payment.

a. The Board shall adopt a salary payment schedule, commencing on August 10, 1982, under which members of the bargaining unit shall be paid on alternate Fridays after the start of the new school year. However, at no time may any salary be pre-paid.

b. Exceptions. When a pay-day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.

5. Extra-curricular Activities. Teacher participation in extra-curricular activities as listed in Schedule A shall be voluntary whenever possible and shall be compensated according to the rate of pay in Schedule A. Currently existing extracurricular activities that carry no compensation shall be thus continued.

6. Payroll Savings Plan. Each teacher may individually elect to have a percentage of salary deducted from pay checks and deposited within ten (10) school days from the dates of the pay period in the Paragon Federal Credit Union.

7. Athletic Coaches' Compensation. Bonuses for teachers employed as interscholastic coaches for the sports listed on attached Schedule A shall be as indicated. Payment for the season shall be made on the first pay day after the conclusion of the regular season.

8. Recreation Instruction for After-School Hours. Bonuses for recreation instruction for after-school hours shall be fixed

and determined pursuant to the terms of schedule A as indicated.

9. Grandfather Clause for Special Education Teachers.

The annual salary for special education teachers whose period of employment as special education teachers within the Fort Lee Public School System was in effect as of June 30, 1974, shall be above the salary such teacher would receive in terms of proper placement as a regular teacher on the teacher's salary guide in the amount of \$500.00 for whatever period of employment postdating June 30, 1974 said teachers shall be continued in service as special education teachers within the Fort Lee Public School System.

10. Bonus Limitation

Any bonuses not set forth in the present contract are invalid.

11. Instructional Aides

Instructional Aides shall be paid on the Classroom Instructional Aide Guide (A-15).

ARTICLE VI.

SICK LEAVE.

1. All teachers covered under the terms of this Agreement shall be allowed sick leave with full pay for ten (10) days in each calendar year. Any unused allowance shall be accumulated. The Board of Education may require a physician's certificate to be filed with the Business Administrator/Board Secretary in case of sick leave claimed.

2. **Extended Sick Leave.** The report form titled, "Employee's Report of Reason for Absence," Schedule B, shall be completed in duplicate and submitted to the employee's immediate supervisor not later than the first day upon which the employee returns to work, following any day of absence for any reason.

Whenever the sick-leave absence of any employee exceeds ten (10) consecutive working days, said employee shall submit, to the Superintendent of Schools or his designee, a certificate from a physician, engaged by said employee, delineating (1) the physician's diagnosis of the illness or injury, and (2) the physician's prognosis of the anticipated date of return to regular employment. The doctor's report shall include any limitations on the employee's ability to return to work and the time period of such limitations. The doctor's report shall be due no later than the fifteenth (15th) day following the commencement of the sick leave.

3. **Terminal Leave.** The following additional sick leave benefits shall be paid at the time of retirement.

a. Benefits will apply to employees who retire under full-formula benefits as prescribed by the N.J. State Teachers Pension and Annuity Fund or the N.J. State Employees' Retirement System.

b. For all employees covered under this Agreement employed prior to July 1, 1996, these benefits shall provide compensation during paid terminal leave at the rate of the annual salary applicable as of the time of retirement, with the extent of this salary payment to be 75% of the number of days of credited accumulated sick leave as of the time of retirement, except that not more than one hundred (100) days totally of this payment within the terminal leave period shall be allowed. For all employees covered under this agreement and employed after July 1, 1996, terminal leave reimbursement will not exceed the sum of \$15,000.

c. The terminal leave payment shall be calculated on the basis of 1/20th of the employee's monthly salary rate at the time of retirement.

d. In administering this benefit, it is expected that the terminal leave period will commence at the close of a regular school year.

e. The Board agrees to deposit accumulated sick leave payments to which eligible retirees are entitled into their 403-b accounts on a tax deferred basis pursuant to the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), insofar as such payments are legally permitted pursuant to both New Jersey and Federal Law.

ARTICLE VII.

TEMPORARY LEAVE OF ABSENCE.

ALLOWED ABSENCE FOR OTHER THAN PERSONAL ILLNESS.

1. **Emergency Leave.** A total of five (5) days leave shall be allowed an employee without pay deduction, when the absence is necessitated by:

a. Court Order which requires the attendance of the employee.

b. Death, critical illness, injury to or an emergency in a member of his/her immediate family (father, mother, brother, sister, husband, wife or child) or his/her in-laws (father-in-law, mother-in-law, brother-in-law, sister-in-law), a teacher's grandparents and teacher's spouses' grandparents, plus members of a teacher's immediate household.

c. Any emergency to personal property and residence.

d. The Board will pay \$50.00 per day for any unused emergency day(s). Payment will be made after the completion of the applicable school year but no later than July 31st of that year. There shall be no such payment made to any employee whose employment with the Board ends prior to June 30th of the applicable school year for any reason whatsoever.

2. **Statement of Necessity.** The employee may be required to submit to the Board of Education or its agents, a statement of the necessity for the absence. In case the employee claims illness of a relative, the employee may be required to furnish the name and address of the attending doctor and grant the Board or

its agents permission to investigate the case. The Board reserves for itself the right to pass judgment upon the validity of any emergency leave claim and to direct appropriate salary deductions in the event that more than five (5) days absence in any one year is imperative.

3. Personal Leave. Annually one (1) day of personal leave shall be allowed a teacher, without pay deduction. Written application to the teacher's Principal or other immediate superior for such personal leave shall be made at least five (5) days before taking such leave, whenever possible. The applicant shall not be required to state the reason for taking such leave other than he/she is taking it under this Section, except however that a personal day shall not be used the day before or the day after a school holiday, but this limitation shall not be applicable where the absence is required by Court order.

4. Employee's Report. The report form titled Employee's Report of Reason for Absence, Schedule B, shall be completed in duplicate with a pen and submitted to the teacher's immediate superior not later than the first day upon which the teacher returns to work, following any day of absence for any reason.

5. Absence for more than ten (10) days. No teacher employed by the Board of Education shall remain absent from said teacher's work over more than ten (10) consecutive working days for any purpose other than said teacher's personal illness or injury except as such teacher seeks and receives advance approval from the Board of Education, through the Superintendent of

Schools, to cover said absence in excess of said ten (10) consecutive working days, with the allowed deviation as stipulated in the following statement. The Superintendent of Schools is empowered to extend such span of absence beyond said ten day period, up to the next date on which the Board of Education will meet.

6. **Applicability.** This Article shall apply to Teachers and Classroom Instructional Aides.

ARTICLE VIII.

EXTENDED LEAVE OF ABSENCE.

1. Additional sick leave allowance as set forth in Article VI, Sick Leave.

2. **Maternity Leave.** The following maternity leave provisions apply:

a. All pregnant teachers may apply for a leave of absence without pay. Upon request, such leave shall be granted prior to the anticipated date of birth and continue for a reasonable period of time to a specific date following birth subject to the following conditions:

i. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.

ii. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.

iii. Exact dates of the leave will be arranged, if possible, to coincide with changes in semesters. Where medically contraindicated, the parties shall arrange other leave dates in consideration of both medical evidence and administrative feasibility.

iv. A statement from a physician certifying that the teacher is physically able to return to duty shall be furnished to the Board before a teacher is permitted to return from maternity leave.

b. The employee at her option may request a leave of

absence without pay for a period beyond the physical disability date for the purpose of suspending her career to care for the newborn child. Any such leave requested by the employee for the balance of the school year in which the birth occurred shall be granted by the Board. In addition, at the teacher's option, she may also take unpaid leave for the entire next two (2) school years.

c. The leave of absence granted a non-tenured teacher hereunder may not be extended beyond the end of the contract school year in which the leave is obtained.

d. Except as provided above, no teacher shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return. However, on or before March 1 of the school year prior to the year in which the teacher desires to return from child care absence, the teacher shall indicate to the Board, in writing, that she intends to return to teaching the following September. Failure to so notify the Board will be deemed to be a waiver by the teacher of her right to return from maternity leave that year.

e. The time spent on maternity leave shall not count toward fulfillment of the time requirements for acquiring tenure, nor will it count toward placement on the salary guide or for seniority.

f. No teacher shall be removed from her teaching duties during pregnancy, except upon one of the following:

i. The Board has found her teaching performance has substantially declined from the time immediately prior to her pregnancy.

ii. Her physical condition or capacity is such that her health would be impaired if she were to continue teaching, and which physical capacity shall be deemed to exist if:

aa. The pregnant teacher fails to produce a certification from her physician that she is medically able to continue teaching, or

bb. The Board's physician and the teacher's physician agree that she cannot continue teaching, or

cc. Following any difference of medical opinion between the Board's physician and the teacher's physician, a physician selected jointly by the Board and the teacher shall render a binding opinion on the physical capacity to continue teaching. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the teacher and the Board.

iii. Any other just cause.

3. Extended Personal Leave. Teaching staff members may apply for and shall receive extended leave for an entire school year without pay in accordance with the following conditions:

a. Application must be received in writing by the Superintendent of Schools on or before March 1 of the school year preceding the school year for which the leave is requested.

b. The leave of absence shall be without pay or

fringe benefits.

c. The period of absence shall be for an entire school year only and not for any part thereof.

d. The number of staff members entitled to receive said leave shall be limited to 2% of the teaching staff of the district as of March 1 of the year for which the leave is granted.

e. In the event the number of applicants exceeds the 2% limit, the applications shall be granted solely on the basis of seniority in the school district.

f. (i). Each applicant, before being granted the requested leave shall certify that during the period of the leave he or she shall not engage in teaching in the State of New Jersey.

(ii). Each applicant, before being granted the requested leave shall certify that he or she is obligated to return to employment in the Fort Lee School District at the commencement of the school year immediately following completion of the leave of absence unless prevented from doing so because of illness.

ARTICLE IX.

HEALTH INSURANCE.

1. The Board will provide, at Board expense, for employees covered under this Agreement, and their eligible dependents, the following health insurance benefits.

- a. Hospitalization.
- b. Medical-Surgical.
- c. Major Medical Insurance.

2. The Board may change insurance carriers at its option and after notification to the Association, provided substantially similar benefits are provided.

3. The Board agrees to continue at Board expense, the present or substantially similar dental coverage plan for all employees covered by this Agreement. The Board reserves the right, at its option, after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

4. The Board agrees to pay up to a maximum of \$27,000.00 for each school year of this Agreement for an optical coverage plan for all employees of the school district including the employees covered by this Agreement and other school district employees with whom the Board, by a separate written contract, agrees to provide optical coverage. Any additional cost of such plan shall be borne by the individual district employee by way of payroll deduction. The Board reserves the right, at its option,

after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

5. The Board of Education shall continue to provide the present or substantially similar, prescription drug plan for all employees covered by this Agreement. Beginning on July 1, 2006, or as soon thereafter as is practicable, each prescription shall be subject to a co-payment of \$10 per generic prescription and \$20 per brand name prescription. The same co-payments shall apply to mail order prescriptions. The Board reserves the right, at its option, after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

6. Effective 1986-87 the Board of Education will pay the premiums for Health Benefits coverage under the State Health Benefits Plan and for Part B of the Federal Medicare Program for a retiree who retires after twenty-five (25) years or more of service credited in the retirement system (but not including an employee who elects deferred retirement) or who retires on a disability pension based on fewer than twenty-five (25) years service pursuant to the authorization conferred by P.L. 1974, Ch. 88.

7. Retired employees having twenty-five (25) years of service may continue to purchase insurance including dental, prescription and vision after COBRA ends.

ARTICLE X.

DEDUCTION FROM SALARY.

1. The Board agrees to deduct from the salaries of its employees dues which said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15.9e and under rules established by the State Department of Education. Said monies, together with records of any correction, shall be transmitted directly to N.J.E.A. Teacher authorizations shall be in writing.

2. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish to the Board written notice sixty (60) days prior to the effective date of such change. It is understood that the only obligation of the Board shall be to remit to the Association the total deductions.

3. The Association will provide the necessary check-off authorization form and the Association will secure the signatures of its members on the forms and deliver the signed forms to the Business Administrator/Board Secretary or designee. The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction cards submitted by the Association to the Board.

4. Upon the written voluntary request of any teacher the Board agrees to deduct from said teacher's salary an amount so

specified in writing by said teacher, said deducted amount to be paid over by the Board upon said teacher's written direction to any annuity or disability insurance plan designated by the teacher and agreed to by the Association. It is understood and agreed that the sole limited and exclusive responsibility of the Board is to make the authorized deduction and to pay over the same to the designated recipients and that there shall be no other liability upon the Board in connection herewith except for deliberate malfeasance; it is further understood and agreed that under no circumstances shall the Board be required to (i) become a party to any annuity agreement or disability plan and (ii) make any contribution whatsoever now or in the future, to the annuity plan or disability plan, it being fully understood that the Board is acting for the mere purpose of making the deduction and paying the same over upon the written authorization and direction of the individual teacher. Nothing herein contained shall require the Board to make payments to more than one plan for all teachers at any one time.

5. In connection with the said deductions and payments for annuity and/or disability plan as set forth in 4 above, the Association and/or the individual teacher must furnish to the Board (i) written notice thirty (30) school days prior to the effective date of the initial deduction to be made and (ii) written notice thirty (30) school days prior to the effective date of any change whatever in the aforementioned deduction or plan. It is understood and agreed that the sole obligation of the Board

shall be to deduct and to remit in accordance with the written authorization and direction of the teacher.

6. In connection with the annuity and/or disability plan deduction provided in Paragraph 4 above the Association will provide the necessary authorization and direction forms and will secure the signature of its members on the forms and deliver the signed forms to the Superintendent of Schools or his designee. The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon annuity and/or disability plan deduction authorization forms submitted by the Association to the Board.

7. Subject to the right of the Association to change the disability plan, the Association approves the N.J.E.A. Disability Insurance Plan underwritten by Prudential Insurance Company.

ARTICLE XI.

VOLUNTARY TRANSFERS AND REASSIGNMENTS.

1. **Notification of Vacancies.** No later than May 15 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which are expected to occur during the following school year.

2. **Filing Requests.** Teachers who desire a change in grade and/or subject assignments, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent or designee. Such statement shall include the grade and/or subject to which the teacher desires to be assigned, and school or schools to which he desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than February 1, and must be resubmitted annually by the teacher desiring such change.

ARTICLE XII.

INVOLUNTARY TRANSFERS AND REASSIGNMENTS.

1. **Use of Voluntary Requests.** No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position, and provided that the transfer or reassignment does not conflict with the best interests of the School District.

2. **Notice.** Notice to the teachers involved in an involuntary transfer or reassignment shall be given as soon as practicable, and except in cases of emergency, not later than April 30.

3. **Meeting and Appeal.** An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher shall be notified of the reason therefore.

a. In the event that a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent or designee shall meet with him. The decision of the Superintendent shall be final and nonappealable and not subject to the grievance procedure.

b. In the event a teacher believes that the procedures outlined in Section 2 and 3 have not been followed, he shall immediately notify the Superintendent of such procedural defects. The Superintendent will have twenty (20) school days from such notification to rectify the procedural defects. In the event the Superintendent fails to rectify such defects the teacher

may grieve such failure in accordance with Article III.

4. Priority in Reassignment. A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned.

ARTICLE XIII.

MISCELLANEOUS.

1. Any individual contract between the Board and an individual teacher shall be consistent with the terms and conditions of this Agreement except, however, that the contract with a non-tenured teacher shall carry a clause providing for termination of the contract by either party upon a thirty (30) day notice.

2. Copies of this Agreement shall be printed at the joint expense of the Board and the Association.

3. Notices. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified mail at the following addresses:

a. If by Association to Board at:

Fort Lee Board of Education
255 Whiteman Street
Fort Lee, New Jersey 07024

b. If by Board to Association at:

Fort Lee Education Association
School No. 1
250 Hoym Street
Fort Lee, New Jersey 07024

4. Agency shop representation fee

a. Purpose of Fee. If a teacher does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee to the extent and only

to the extent permitted and authorized by law will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative as recognized by the Board of Education in this Agreement.

b. Amount of Fee. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be equal to the maximum allowed by law.

c. Deduction and Transmission of Fee. To the extent and only to the extent permitted and authorized by law, the Board agrees to deduct from the salary of any teacher who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section b above and will transmit the amount so deducted to the Association. The Board agrees to deduct the aforementioned representation fee in equal monthly installments, as nearly to the extent and only to the extent permitted and authorized by law as possible, during the remainder of the membership year in question. The deductions will begin thirty (30) days after the teacher begins employment in a bargaining unit position.

d. Termination of Employment. If a teacher who is required to pay a representation fee terminates employment with the Board before the Association has received the full amount of

the representation fee to which it is entitled under this Article, the Board, to the extent and only to the extent permitted and authorized by law, will deduct the unpaid portion of the fee from the last paycheck paid to said teacher during the membership year in question and forward same to the Association. In the event that an employee terminates employment in such a manner that the Board is unable to make deductions from future checks, the Board is relieved of its obligation to make such deductions as to such employees.

e. Mechanics. Except as otherwise provided in this Article and to the extent and only to the extent permitted and authorized by law, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

f. Indemnification. The Association herein and hereby indemnifies and holds the Board of Education harmless from and against any and all claims made or alleged against the Board of Education by virtue of and/or growing out of the Board's performance pursuant to the provisions of this Article.

ARTICLE XIV.

SEPARABILITY AND SAVINGS.

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XV.

FULLY BARGAINED PROVISIONS.

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XVI.

BOARD RIGHTS AND RESPONSIBILITIES.

1. The Board retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States.

2. The exercise of the powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of New Jersey and the United States.

3. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under N.J.S. Title 18A, School Laws of New Jersey, or any other national, state, county, district or local laws or regulations as they pertain to education.

ARTICLE XVII.

ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES.

1. **Information.** The Board agrees to furnish to the Association, in response to reasonable requests made by the Association from time to time, available public information concerning the Fort Lee schools which the Association may require in connection with negotiations. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.

2. **Released Time for Meetings.** Whenever any representative of the Association or any teacher participates during working hours in negotiations or grievance proceedings, mutually arranged by the parties, he or she shall suffer no loss in pay.

3. **Use of School Building.** The Association and its representatives have the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall be notified in advance of the time and place of such meetings. Prior approval shall be required, but shall not be unreasonably withheld.

4. **Use of School Equipment.** The Association shall have the right to use school facilities and equipment including typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audio-visual instruments at reasonable times, when such equipment is not otherwise in use.

The Association shall pay for the actual cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof. The Association shall also be allowed use of the local intranet facilities (email) maintained by the Board.

5. Bulletin Boards. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and teachers' dining room. All material posted on said bulletin boards by the Association shall be signed by the appropriate designated representative of the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

6. Mail Facilities and Mail Boxes. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of the building principals or other members of the administration. The nature and contents of any materials so circulated need not be disclosed to any administrative personnel, including building principals, and no penalties shall be imposed on any Association representatives who refuse to disclose any related information being circulated in the mailboxes.

7. Attendance at Meetings. Exclusive of all co-curricular and coaching personnel who have events scheduled, all teachers shall be permitted to be released from duties at the time of student dismissal at the end of the school day one (1) day per month for the sole and limited purpose of attending an Association

meeting scheduled during that month. Written notice of the proposed date of said monthly Association meeting involved with teacher early dismissal from duties shall be provided by the Association to the Superintendent of Schools at least three (3) school days prior to the proposed date of said meeting, if possible.

8. Exclusive Rights. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the teachers, and to no other organizations.

9. Responsibilities. The Board and Association shall be responsible for acquainting their respective members with the provisions of this Agreement, and shall be responsible for the adherence to the provisions of this Agreement by their respective members during the life of this Agreement.

ARTICLE XVIII.

TEACHER RIGHTS.

1. **Rights and Protections.** Pursuant to Chapter 123, Public Laws of 1974, as amended, the Board and the Association hereby agree that every teacher employed by the Board covered by this Agreement shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations or to refrain from doing so. The Board and the Association agree that they shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123 and that they shall not discriminate against any teacher by reason of membership or non-membership in the Association and its activities of the Association and its affiliates.

2. **Evaluation of Students.** The teachers shall have the responsibility of determining grades and other evaluations of students within the guidelines of grading policies of the Fort Lee School District. No grade or evaluation will be changed without consultation with the teacher. In the event that the teacher does not agree to a grade change, or is not available for a conference, an administrative grade may be given by the Principal. The record shall clearly indicate that the grade given in such instances was not the teacher grade.

3. **Association Identification.** No teacher shall be prevented from wearing reasonable pins or other reasonable identification of membership in the Association or its affiliates.

4. Statutory Savings. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE XIX.

TEACHER EMPLOYMENT.

1. Certification.

a. **Standard Certification.** The Board agrees to make every reasonable effort to hire only fully certified teachers holding standard certificates issued by the New Jersey State Board of Examiners for every teaching assignment.

b. **Notification.** The Superintendent shall annually report to the Association in writing, the certificates and degrees held, major and minor fields of study, and prior experience of each new teacher.

2. Placement on Salary Guide.

a. **Adjustment to Salary Guide.** Each teacher shall be placed on the proper step of the salary guide in accordance with the present prorating system of steps.

b. **Credit for Experience.** Whenever a person shall hereafter accept office, position or employment as a teacher, the initial place on the salary guide shall be at such point as may be agreed upon by the teacher and the Board of Education. The Board shall evaluate any outside educational experience and has the sole right to fix starting salary.

c. **Part-time Teacher Status.** Part-time teacher status will be standardized with salary prorated based on the following formula for all grade levels: placement on salary guide divided by 5.5, then multiplied by the number of classes taught.

3. Returning to the District.

a. A teacher with teaching experience credited by the Fort Lee Board of Education who may return to Fort Lee teaching employment following a period not involving such employment, upon return to said Fort Lee employment shall retain all of the said experience credited by the Fort Lee Board of Education as of the date of the said interruption of teaching under employment by the Fort Lee Board of Education.

4. Military Service. Every teacher who after July 1, 1940, has served or hereafter shall serve, in the active military or naval service of the United States or of this State, including active service in the Women's Army Corps, the Women's Reserve of the Naval reserve, or any similar organization authorized by the United States to serve with the Army or Navy, in time of war to or in connection with the operation of any system of selective service, shall be entitled to any employment or adjustment increment to which he would have been entitled if he had been employed for the same period of time in some publicly owned and operated college, school or institution of learning in this or any State or territory of the United States, except that the period of such service shall not be credited toward more than four (4) employment or adjustment increments.

5. Previous Sick Leave Accumulation. Previously accumulated leave days shall be restored to all returning teachers in accordance with Section 3 above.

6. Notifications of Contract and Salary. Teachers shall

be notified of their contract status for the ensuing year no later than April 30 of any year, and shall be notified of their salary status according to Schedule A.

7. Tuition Reimbursement Plan. The Board agrees to pay up to a maximum of \$65,000.00 for the 2005-2006 school year (July 1 to June 30) for tuition reimbursement for all members of the Fort Lee Education Association for courses the first class of which begins after July 1 of the applicable year. This amount shall remain at \$65,000 in 2006-2007 and increase to \$70,000 in 2007-2008. Tuition reimbursement shall be paid to staff members entitled who apply for reimbursement for courses approved by the Superintendent of Schools as follows:

a) The Request for Course Approval will be submitted to the Superintendent of Schools or his designee for approval before taking a course which the staff member anticipates will be reimbursed. The approval form must be completed in its entirety.

b) Reimbursement is effective for graduate courses at an accredited college or university.

c) Reimbursement will annually be set at no more than the lowest current rate being charged at a New Jersey college as of July 1 of that year and at no time shall exceed the actual cost of tuition.

d) A receipt of payment from the college or university under whose aegis the course will be taken must be submitted to the office of the Superintendent of Schools or his designee. At that point the course request form will be reactivated and the

information verified.

e) At the completion of the course an official transcript from the college or university must be submitted to the Superintendent of Schools or his designee for processing. Reimbursement payments shall be made on or about November 1 of the ensuing School year.

f) No individual shall be reimbursed for the tuition as set forth above for more than 15 credits taken during any school year (July 1 - June 30).

g) Courses eligible for tuition reimbursement must be job related and approved by the Superintendent of Schools, provided, however, that no Administration/Supervision course shall be eligible for tuition reimbursement.

h) The amount of tuition reimbursement that will be paid per credit will be determined by dividing the total tuition reimbursement pool of money for that school year and dividing that amount by the total number of approved credits taken during that year (July 1st through June 30th)

i) Tuition reimbursement shall only be available to those employees who are on active status during the entire duration of the applicable course for which reimbursement is sought.

ARTICLE XX.

TEACHER ASSIGNMENTS.

1. Notification.

a. **Date for Presently Employed Teachers.** Every reasonable effort will be made to give teachers written notice of their salary guides, class and/or subject assignments' building assignments and room assignments for the forthcoming year not later than August 10.

b. **New Teachers.** The Superintendent, or designee, shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency, not later than August 10.

c. **Revisions.** In the event of changes in such schedules, class and/or subject assignments, building assignments or room assignments, are posted after August 10, the Association and any affected teacher shall be notified in writing as soon as possible.

2. **Traveling Teachers.** Teachers who may be required to use their own automobile in the performance of their duties, and teachers who are assigned to more than one (1) school per day, shall be reimbursed for all such travel at the rate set by the Internal Revenue Service.

ARTICLE XXI.

PROMOTIONS.

1. **Positions Included.** Promotional positions are defined as positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibilities.

a. **Date of Posting.** When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limits specified in the notice and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications must be renewed annually for consideration for future vacancies.

b. **Application Procedure.** Teachers who desire to apply for a promotional position which may be filled during the summer when school is not regularly in session, shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. Insofar as practicable, the Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable. In addition, the Superintendent shall send a list of promotional positions to be filled during the summer period to the Association.

2. **Criteria for Notice.** In both situations set forth in

Section 1(a) above, the qualifications for the position, its duties, and the rate of compensation shall be clearly set forth. No vacancy in a promotional position shall be filled other than in accordance with the above procedure.

3. Procedure. All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors.

ARTICLE XXII.

TEACHER EVALUATION.

1. Non-tenured Teachers.

a. **Frequency.** Non-tenured teachers shall be evaluated by their immediate superiors at least three (3) times during their first school year in the district, and at least two (2) times in their second and third years in the district. Such evaluation shall be followed by a written evaluation report and a conference between the teacher and his/her immediate superior for the purpose of identifying the teacher's strengths, deficiencies and recommendations for correction and improving instruction.

2. Evaluation Procedure.

a. **Reports.** Evaluation reports shall include, when pertinent:

i. Strengths of the teacher as evidenced during the period since the previous report.

ii. Weakness of the teacher as evidenced during the period since the previous report.

iii. Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.

b. **Teacher Response.** The teacher has the right to respond to any negative comments on an evaluation report, and the same shall be made part of his/her permanent file.

ARTICLE XXIII.

TEACHER WORK YEAR.

1. In-school Work Year.

a. Ten (10) Month Personnel. The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred eighty-three (183) days, plus a maximum of three (3) days of orientation at the beginning of each school year, which, for newly hired teachers only, may be scheduled prior to September 1 of that school year, and one (1) wind-up day at the end of each school year, for a maximum of one hundred eighty-seven days of work. The in-school work year for Guidance Counselors, Learning Disabilities Specialists and Social Workers shall not exceed one hundred eighty eight (188) days. Guidance Counselors shall report for work the three (3) working days immediately preceding Orientation Day. An additional exception: School Psychologists shall serve under a ten (10) month contract extending from September 1 to June 30 of the school year.

b. Definition of In-School Work Year. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

c. Inclement Weather. Teacher attendance shall not be required when students' attendance is not required due to inclement weather.

ARTICLE XXIV.

TEACHING HOURS AND TEACHING LOADS.

1. Teacher Day.

a. **Check-in Procedure.** In accordance with the present practices, teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign in" roster.

b. **Arrival and Dismissal Time.** All teachers, psychologists, learning disability teacher consultants and social workers shall report to work, and be in their homerooms or on a duty assigned by the principal, in advance of the opening of school each morning for the following period of time:

High School	10 minutes
Middle School	10 minutes
Elementary School	25 minutes

and ten (10) minutes before opening of the afternoon session in the elementary schools. Teachers unable to comply are required to communicate with the telephone answering service so proper provisions can be made for replacement.

The term "opening of schools" shall mean the time when pupils have assigned responsibility to an assigned room, e.g., 8:32 a.m. at the Middle School, which means teacher shall be in homeroom or on an assigned duty at 8:22 a.m.

All teachers are to remain in the building for at least the following period of time, and for exceptional cases, as much longer as necessary under assignments made to them by the principal, or duties incumbent upon them by virtue of

contract for extra-curriculum services as consummated with the Fort Lee Board of Education:

High School	21 minutes*	<u>Fridays Only</u>
Middle School	30 minutes	10 minutes
Elementary School	30 minutes	15 minutes
		15 minutes

* On one administratively scheduled day each week teachers will remain at their teaching station for 41 minutes.

c. Leaving the Building. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods.

d. Half Day Sessions. On days when students are scheduled for a half day, teachers shall remain on duty for ten (10) minutes after student dismissal time; however, on those half days when a workshop is scheduled, the workshop shall commence at 2:10 p.m. and end at 4:00 p.m. On the day before the Thanksgiving and Christmas holidays, student dismissal time shall be 12:30 p.m. for the Middle and High School and 1:00 p.m. for the Elementary Schools.

e. Nine-Period Day. The nine-period day and applicable bell schedule currently in effect shall be continued at Fort Lee High School. Teachers shall either work from Period 1 through Period 8 or from Period 2 through Period 9.

2. Lunch Period.

a. Grade Level and others. Teachers shall have a daily duty-free period as follows:

- i. Elementary School - 50 minutes
- ii. Middle and High School - one (1) scheduled

period.

3. Meetings.

a. Faculty and other. Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending faculty or other professional meetings to a total of twelve (12) per year except for periods preceding Middle State's Evaluation and New Jersey State Evaluation, when more meetings may be required.

The meetings shall have a maximum duration of fifty (50) minutes and shall not be scheduled for any Friday or any day immediately preceding any legal holiday except in case of an emergency. The starting time for said meetings is as follows:

Elementary Schools	3:10 p.m.
Middle School	2:55 p.m.
High School	3:00 p.m.
District Meetings	3:15 p.m.

4. Preparation Time.

a. Grade Level. Classroom teachers shall, in addition to their lunch period, have preparation time as follows:

i. Elementary School (Grades K-6). An average of five (5) periods per week (aggregating 200 minutes per week), subject to the Board's right to use teachers as substitutes to cover a class for an absent teacher. Whenever possible, every effort will be made to provide every elementary classroom teacher with one preparation period per day.

ii. Middle and High School. An average of five (5) periods per week, subject to the Board's right to use teachers

as substitutes to cover for an absent teacher.

iii. Compensation. A teacher who gives up a preparation period to substitute for another teacher when he/she is late or absent shall be reimbursed for such loss based upon the following schedule: Substitution for 0-10 minutes - no payment; Substitution for over ten (10) minutes - \$15.00.

Payment shall be made whether the substitute teacher takes over all or part of the absent teacher's classes. Time taught shall be based upon the time the late teacher checks in at the principal's office.

The assignment of the substitute teacher must be authorized by the principal or his/her designee.

5. Extracurricular Activities.

a. Approved Activities. The Board and the Association agree that the extra-curricular activities listed in Schedule A, and other currently existing extra-curricular activities, are educationally worthwhile.

ARTICLE XXV.

NON-TEACHING DUTIES.

1. The present practices shall be continued for the life of this Agreement.

ARTICLE XXVI.

TEACHER FACILITIES.

1. The Board agrees to make every reasonable effort to provide adequate teacher facilities.
2. The Board agrees to provide an answering service for teachers to report unavailability for work.

ARTICLE XXVII.

WAIVER.

This agreement shall not be modified in whole or in part except by an instrument in writing duly agreed to and executed by both parties, except as otherwise provided by law.

ARTICLE XXVIII.

DURATION OF AGREEMENT.

This Agreement shall be in full force as of July 1, 2005 and shall remain in full force and effect through June 30, 2008.

BOARD OF EDUCATION OF THE
BOROUGH OF FORT LEE IN THE
COUNTY OF BERGEN

By: Pamela Angelini
PAMELA ANGELINI,
Vice-President

Attest:

[Signature]
Business Administrator/
Board Secretary

FORT LEE EDUCATION ASSOCIATION

By: Maria Pulice
MARIA PULICE, President

Attest:

Carol Tropea
CAROL TROPEA, Secretary

Wm Campbell
WM. CAMPBELL, Chief Negotiator

FLEA BARGAINING COMMITTEE

Andrew Fineman
ANDREW FINEMAN

Theodora Jackson
THEODORA JACKSON

Salvatore Bordonaro
SALVATORE BORDONARO

Leslie Fromkin
LESLIE FROMKIN

Marsha Blecher
MARSHA BLEECHER

SCHEDULE A

SALARY GUIDES

1. Teacher Salary Guide for 2005-2006. A-1
2. Teacher Salary Guide for 2006-2007. A-2
3. Teacher Salary Guide for 2007-2008. A-3
4. Guidelines for Horizontal Movement. A-4
5. School Psychologist Salary Guide. A-5
6. Salary Guide for Guidance Counselors. A-6
7. Differentials paid to Fort Lee Teachers A-7
8. Summer School Salary Guides for 2005-2008 A-8
Miscellaneous Provisions(Home Tutoring/Overnight Trip)
9. Cocurricular Activities List. A-9
10. Cocurricular Compensation Guide for 2005-2006. A-10
11. Cocurricular Compensation Guide for 2006-2007 A-11
12. Cocurricular Compensation Guide for 2007-2008.. . . . A-12
13. Guidelines for Coaches Compensation A-13
14. Athletic Guide for 2005-2008 A-14
15. Classroom Instructional Aides A-15

FORT LEE BOARD OF EDUCATION

TEACHER SALARY GUIDE FOR 2005-2006

* OLD STEP	NEW STEP	BA	BA + 30 or MA	MA + 30	MA + 60
1 & 2	1	41,875	42,775	44,885	46,885
3	2	42,625	43,562	45,672	47,672
4	3	44,220	45,257	47,367	49,467
5	4	46,315	47,352	49,362	51,463
6	5	48,085	49,022	51,132	53,233
7	6	49,855	50,891	53,101	55,202
8	7	51,195	52,832	55,142	57,243
9	8	52,450	54,487	56,897	59,098
10	9	53,765	56,103	58,613	60,914
11	10	55,080	57,817	60,427	62,828
12	11	56,670	59,607	62,317	64,818
13	12	58,760	61,997	64,907	67,408
14	13	61,350	64,987	67,897	70,498
15	14	64,440	67,977	71,587	74,188
16	15	68,040	71,577	75,387	78,088
17	16	72,140	75,877	79,887	82,588
18	17	76,340	80,177	84,587	87,287
19	18	80,640	84,790	89,390	92,190
20	19	85,040	90,005	95,043	98,608

* Old Step 1 has been eliminated

11/11/05

FORT LEE BOARD OF EDUCATION

TEACHER SALARY GUIDE FOR 2005-2006

* OLD STEP	NEW STEP	BA	BA + 10	BA + 20	BA + 30 or MA	MA + 10	MA + 20	MA + 30	MA + 40	MA + 50	MA + 60
1 & 2	1	41,875	42,175	42,475	42,775	43,478	44,182	44,885	45,552	46,218	46,885
3	2	42,625	42,937	43,250	43,562	44,265	44,969	45,672	46,339	47,005	47,672
4	3	44,220	44,566	44,911	45,257	45,960	46,664	47,367	48,067	48,767	49,467
5	4	46,315	46,661	47,006	47,352	48,022	48,692	49,362	50,062	50,763	51,463
6	5	48,085	48,397	48,710	49,022	49,725	50,429	51,132	51,832	52,533	53,233
7	6	49,855	50,200	50,546	50,891	51,628	52,364	53,101	53,801	54,502	55,202
8	7	51,195	51,741	52,286	52,832	53,602	54,372	55,142	55,842	56,543	57,243
9	8	52,450	53,129	53,808	54,487	55,290	56,094	56,897	57,631	58,364	59,098
10	9	53,765	54,544	55,324	56,103	56,940	57,776	58,613	59,380	60,147	60,914
11	10	55,080	55,992	56,905	57,817	58,687	59,557	60,427	61,227	62,028	62,828
12	11	56,670	57,649	58,628	59,607	60,510	61,414	62,317	63,151	63,984	64,818
13	12	58,760	59,839	60,918	61,997	62,967	63,937	64,907	65,741	66,574	67,408
14	13	61,350	62,562	63,775	64,987	65,957	66,927	67,897	68,764	69,631	70,498
15	14	64,440	65,619	66,798	67,977	69,180	70,384	71,587	72,454	73,321	74,188
16	15	68,040	69,219	70,398	71,577	72,847	74,117	75,387	76,287	77,188	78,088
17	16	72,140	73,386	74,631	75,877	77,214	78,550	79,887	80,787	81,688	82,588
18	17	76,340	77,619	78,898	80,177	81,647	83,117	84,587	85,487	86,387	87,287
19	18	80,640	82,023	83,407	84,790	86,323	87,857	89,390	90,323	91,257	92,190
20	19	85,040	86,695	88,350	90,005	91,684	93,364	95,043	96,231	97,420	98,608

* Old Step 1 has been eliminated

FORT LEE BOARD OF EDUCATION

TEACHER SALARY GUIDE FOR 2006-2007

STEP	BA	MA	MA + 30	MA + 60
1	43,460	45,460	46,960	48,210
2	44,210	46,210	47,710	48,960
3	45,010	47,010	48,510	49,760
4	46,690	48,690	50,190	51,838
5	48,475	50,475	51,975	53,623
6	50,260	52,260	53,760	55,607
7	52,045	54,045	55,545	58,093
8	53,540	55,540	57,987	60,188
9	55,035	57,373	59,883	62,184
10	56,530	59,267	61,877	64,278
11	58,170	61,107	63,817	66,318
12	60,310	63,547	66,457	68,958
13	62,950	66,587	69,497	72,098
14	66,090	69,627	73,237	75,838
15	69,730	73,267	77,077	79,778
16	73,870	77,607	81,617	84,318
17	78,110	81,947	86,357	89,057
18	82,450	86,600	91,200	94,000
19	86,890	91,855	96,893	100,458

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FORT LEE BOARD OF EDUCATION
TEACHER SALARY GUIDE FOR 2006-2007

STEP	BA	BA + 10	BA + 20	MA	MA + 10	MA + 20	MA + 30	MA + 40	MA + 50	MA + 60
1	43,460	43,960	44,460	45,460	45,960	46,460	46,960	47,460	47,710	48,210
2	44,210	44,710	45,210	46,210	46,710	47,210	47,710	48,210	48,460	48,960
3	45,010	45,510	46,010	47,010	47,510	48,010	48,510	49,010	49,260	49,760
4	46,690	47,190	47,690	48,690	49,190	49,690	50,190	50,690	50,940	51,440
5	48,475	48,975	49,475	50,475	50,975	51,475	51,975	52,475	52,725	53,225
6	50,260	50,760	51,260	52,260	52,760	53,260	53,760	54,260	54,510	55,010
7	52,045	52,545	53,045	54,045	54,545	55,045	55,545	56,045	57,393	58,093
8	53,540	54,040	54,540	55,540	56,380	57,184	57,987	58,721	59,454	60,188
9	55,035	55,814	56,594	57,373	58,210	59,046	59,883	60,650	61,417	62,184
10	56,530	57,442	58,355	59,267	60,137	61,007	61,877	62,677	63,478	64,278
11	58,170	59,149	60,128	61,107	62,010	62,914	63,817	64,651	65,484	66,318
12	60,310	61,389	62,468	63,547	64,517	65,487	66,457	67,291	68,124	68,958
13	62,950	64,162	65,375	66,587	67,557	68,527	69,497	70,364	71,231	72,098
14	66,090	67,269	68,448	69,627	70,830	72,034	73,237	74,104	74,971	75,838
15	69,730	70,909	72,088	73,267	74,537	75,807	77,077	77,977	78,878	79,778
16	73,870	75,116	76,361	77,607	78,944	80,280	81,617	82,517	83,418	84,318
17	78,110	79,389	80,668	81,947	83,417	84,887	86,357	87,257	88,157	89,057
18	82,450	83,833	85,217	86,600	88,133	89,667	91,200	92,133	93,067	94,000
19	86,890	88,545	90,200	91,855	93,534	95,214	96,893	98,081	99,270	100,458

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FORT LEE BOARD OF EDUCATION

TEACHER SALARY GUIDE FOR 2007-2008

** PRIOR YEAR STEP	NEW STEP	BA	MA	MA + 30	MA + 60
1 & 2	1	45,375	49,575	52,525	53,500
3	2	46,075	50,275	53,325	55,050
4	3	46,775	50,975	54,125	56,750
5	4	48,560	52,760	55,910	58,535
6	5	50,345	54,545	57,695	60,320
7	6	52,280	56,480	59,630	62,255
8	7	54,220	58,420	61,570	64,195
9	8	56,160	60,360	63,510	66,135
10	9	58,100	62,300	65,450	68,075
11	10	60,040	64,240	67,390	70,015
12	11	62,190	66,390	69,540	72,165
13	12	64,840	69,040	72,190	74,815
14	13	67,990	72,190	75,340	77,965
15	14	71,640	75,840	78,990	81,615
16	15	75,790	79,990	83,140	85,765
17	16	80,040	84,240	87,390	90,015
18	17	84,390	88,590	93,140	96,165
19	18	88,840	93,805	98,843	102,408

** Prior Year Step 1 has been eliminated

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FORT LEE BOARD OF EDUCATION
TEACHER SALARY GUIDE FOR 2007-2008

PRIOR YEAR STEP	NEW STEP	BA	BA + 10	BA + 20	MA	MA + 10	MA + 20	MA + 30	MA + 40	MA + 50	MA + 60
1 & 2	1	45,375	46,425	47,475	49,575	50,625	51,675	52,525	53,175	53,300	53,500
3	2	46,075	47,125	48,175	50,275	51,325	52,375	53,325	54,225	54,500	55,050
4	3	46,775	47,825	48,875	50,975	52,025	53,075	54,125	55,175	55,700	56,750
5	4	48,560	49,610	50,660	52,760	53,810	54,860	55,910	56,960	57,485	58,535
6	5	50,345	51,395	52,445	54,545	55,595	56,645	57,695	58,745	59,270	60,320
7	6	52,280	53,330	54,380	56,480	57,530	58,580	59,630	60,680	61,205	62,255
8	7	54,220	55,270	56,320	58,420	59,470	60,520	61,570	62,620	63,145	64,195
9	8	56,160	57,210	58,260	60,360	61,410	62,460	63,510	64,560	65,085	66,135
10	9	58,100	59,150	60,200	62,300	63,350	64,400	65,450	66,500	67,025	68,075
11	10	60,040	61,090	62,140	64,240	65,290	66,340	67,390	68,440	68,965	70,015
12	11	62,190	63,240	64,290	66,390	67,440	68,490	69,540	70,590	71,115	72,165
13	12	64,840	65,890	66,940	69,040	70,090	71,140	72,190	73,240	73,765	74,815
14	13	67,990	69,040	70,090	72,190	73,240	74,290	75,340	76,390	76,915	77,965
15	14	71,640	72,690	73,740	75,840	76,890	77,940	78,990	80,040	80,565	81,615
16	15	75,790	76,840	77,890	79,990	81,040	82,090	83,140	84,190	84,715	85,765
17	16	80,040	81,090	82,140	84,240	85,290	86,340	87,390	88,440	88,965	90,015
18	17	84,390	85,440	86,490	88,590	90,073	91,607	93,140	94,240	95,015	96,165
19	18	88,840	90,495	92,150	93,805	95,484	97,164	98,843	100,031	101,220	102,408

** Prior Year Step 1 has been eliminated

GUIDELINES FOR HORIZONTAL MOVEMENT

All Courses, whether graduate or in-service, must be approved by the Superintendent of Schools or his designee, in advance of attendance.

Only passing grades will be credited toward advancement as determined by a review of the official college transcript submitted by the staff member.

The mandatory 100 hours of continuing professional development (N.J.A.C. 6:11-13.1, et seq) will not necessarily trigger horizontal movement; however, during the process of horizontal movement a teacher may satisfy the 100 hours.

At the earliest possible date in advance of September 1 of any school year by which a teacher will be confident that he/she will expect to qualify for advancement beyond his/her current salary guide class, inclusive of mid-point possibilities, effective for said September 1, he/she would prepare and send to the Superintendent of Schools or his designee two completed copies of the form, "Record of Superintendent's Approval for Advance Study relating to Salary Classification."

When a teacher completes ten (10) semester hours as approved by the Superintendent of Schools or his designee for credit toward the thirty (30) semester hour requirement differential between salary guide classes, the teacher will qualify for a salary adjustment as of September 1 in the school year immediately following the completion of said ten (10) semester per hour block credit with said amount of salary adjustment to be equal to one-third of the salary guide differential between the appertaining classes.

The following are the class categories and requirements reflective in the horizontal movement salary adjustment schedule:

Class BA	= Bachelors Degree
Class BA+10	= Bachelors plus 10 credits
Class BA+20	= Bachelors plus 20 credits
Class BA+30	= Bachelors plus 30 credits(2005-2006 ONLY)

Teachers with a bachelor's degree who are employed by the Board on or before June 30, 2006, and who have also qualified for Class BA+30 on or before June 30, 2006, shall thereafter be placed on the salary guide at Class MA starting with the 2006-2007 school year and shall remain at Class MA. Starting with the 2006-2007 school year, Class BA+30 shall be eliminated. As of July 1, 2006, except for those grandfathered by this paragraph, only those teachers with an actual Masters Degree may advance beyond Class

A-4

Teachers Contract

August 14, 2006


BOE

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BA+20. A teacher holding a Bachelors Degree with at least 20 extra credits remains at Class BA+20, no matter how many additional credits he or she has accumulated.

Class MA	=	Masters Degree
Class MA+10	=	Masters plus 10 credits
Class MA+20	=	Masters plus 20 credits
Class MA+30	=	Masters plus 30 credits
Class MA+40	=	Masters plus 40 credits
Class MA+50	=	Masters plus 50 credits
Class MA+60	=	Masters plus 60 credits, or any additional

SALARY GUIDE FOR SCHOOL PSYCHOLOGISTS

School psychologist shall serve under a ten (10) month contract extending September 1 to June 30 of the school year.

School psychologist shall serve a daily working schedule that matches the daily working schedule of teachers, as 8:35 a.m. to 3:30 p.m. with fifty (50) minutes for lunch, thus providing a minimum of 5 11/12 hours of daily service.

School psychologist shall be compensated thus:

1. The initial salary of newly employed psychologist shall be established by mutual agreement of the Board of Education and the psychologist following a Recommendation on this matter as submitted to the Board by the Superintendent of Schools. This salary will be based upon a pre-employment determination of a proper place within the teachers' salary guide, with adjustment of the figure thus evolving in terms of the following two considerations.

The following provision only applies to those members of the bargaining unit employed as a school psychologist as of the effective date of this agreement, July 1, 2005.

- A. A psychologist possessing a doctorate shall receive for this doctorate a differential of \$800.00 above his proper place within the teacher's salary guide as said proper placement is determined per item #1 above
- B. For service as a school psychologist there shall be a difference of \$2,000.00 above the salary as determined by way of points No. 1 and No. 1A above.

SALARY GUIDES FOR GUIDANCE COUNSELORS

Guidance Counselors shall be employed on a full-time basis under a ten (10) month contract.

Guidance Counselors shall work thirty (30) minutes daily beyond the employment time for teachers within their respective school. This thirty (30) minute period shall follow the close of the assigned working day for teachers.

The work year for Guidance Counselors shall include a total of five (5) days that are in addition to the days for which teachers are assigned. These days shall be scheduled as follows.

- A. Two days of additional service after the close of the regular school year.
- B. Three days of additional service prior to the Orientation Day for teachers.

At the high school level, three Guidance Counselors must always be in the building during the lunch periods. At the middle school level, one Guidance Counselor must always be in the building during the lunch periods. At the elementary level, one Guidance Counselor must always be available during lunch periods. Whenever Guidance Counselors leave the building for their daily allotted lunch period, they may be provided with a board supplied pager, or will be required to provide the principal or his designee, a phone or fax number which would insure their immediate return to their assigned building in case of a student emergency.

The Guidance Counselors of the high school shall be directly responsible to the Principal of the high school or his/her designee. The Guidance Counselors of the Middle School shall be directly responsible to the Principal of the Middle School.

The Guidance Coordinator shall be assigned to work at school during the April (Spring) break; in that case, the Guidance Coordinator shall receive his/her per diem salary for each such day.

The annual salary of a Guidance Counselor shall be above the annual salary this person would receive in terms of proper place as a regular teacher on the Teachers' Salary Guide, in the amount of \$1,400 in the first and second year of service as a Guidance Counselor, and \$2,000 in the third year of service as a Guidance Counselor.

DIFFERENTIALS PAID TO FORT LEE TEACHERS WHICH ARE AMOUNTS OF MONEY PAID ANNUALLY IN EXCESS OF THE ANNUAL SALARY AS A TEACHER AS CALCULATED FROM THE FORT LEE BOARD OF EDUCATION TEACHERS SALARY SCHEDULE.

The following provisions only apply to those members of the bargaining unit employed in the following positions as of the effective date of this agreement, July 1, 2005.

These amounts are paid as part of an annual salary
not as an extra bonus:

For Psychologists: Recorded in Salary Guide for
School Psychologists.

For Learning Disability Teacher-Consultants: \$500.00
For Social Workers: \$500.00

SUMMER SCHOOL SALARY GUIDES FOR 2005-2008

Those persons hired to teach in the summer school shall teach two (2) classes per day and shall be paid for the summer school session as follows:

SUMMER OF 2005	\$4,439.00
SUMMER OF 2006	\$4,639.00
SUMMER OF 2007	\$4,843.00

Those persons who teach only (1) class in the summer school session shall be paid one-half (1/2) of the amount listed above.

The other provisions of this contract are not applicable to summer school employees.

MISCELLANEOUS

1. The Board shall pay \$45.00 per hour for home tutoring starting on July 1, 2006.

2. Any teacher who is supervising students on a school-sponsored overnight trip shall be paid \$100.00 per night.

The above guides include increases over the prior year as follows:
2005-2006, 4.6% increase
2006-2007, 4.5% increase
2007-2008, 4.4% increase

Co-Curricular Activities List

Class A Activities

Academic Decathlon
Art Honor Society
Asian Club
Assistant Theater Director
Assistant Choral Director - HS
Band Wind Instructor - HS
Bell Choir Director
Camera Club
Computer Club
Computer Club - MS
Dramatics - MS
Environmental Advisors - All Schools
Foreign Language Club - MS
Freshman Class Advisor
French Club
Future Teachers of America
Greek Club
Hebrew Club
Industrial Arts - MS
Interact Club Advisor
International Thespian Society
Italian Club/Italian Honor Society
Key Club
Library Council - MS
Marching Band Drill Instructor - HS
Model UN Club Advisor
Modern Music Masters
National Honor Society
Pioneer (Art and Layout)
Pioneer Business Advisor
Science Club/Environmental Club
Sophomore Class Advisor
Spanish Club
Spring Musical Director



Class B Activities

All-City Band Director
Assistant Cheerleader Advisor
Band Leader - MS
Chorus Director - MS
Fort-Lee-der Advisor
High School Technical Advisor
Intermedia (Art) - MS
Intermedia (Literacy) - MS
Junior Class Advisor
Math League
SADD Advisors - All Schools
Science League
Speech and Debate
Student Council Advisor - MS
Voice (Art and Layout)
Voice (literary)
Yearbook Club Advisor - MS

Class B-1 Activities

Elementary Fine Arts Coordinator - K-6
Future Business Leaders of America
Pioneer Advisor
Right-to-Know Program Coordinator
Senior Class Advisor
Social Problem Solving Coordinator

Class C Activities

All Borough Orchestra Director
Assistant Band Director - HS
Band Director (plus \$800.00 bonus)
Cheerleader Advisor (plus \$1,000.00 bonus for chaperoning JV and V basketball games)
Chorus Director
Color Guard/Winter Guard
Drama Director
Secondary Fine Arts Coordinator, 7-12
Student Council Advisor

FORT LEE BOARD OF EDUCATION
CO-CURRICULAR COMPENSATION GUIDE FOR 2005-2006

Class A Activity	\$1,611
Class B Activity	\$2,393
Class B-1 Activity	\$3,601
Class C Activity	\$4,794

CO-CURRICULAR SPECIAL ACTIVITIES

Marching Band Coordinator	\$52.15/hour not to exceed \$4,384 (approximately 84 hours)
Technical Advisor to Community Groups	40.49/hour
Chorus Director	\$41.78/hour not to exceed 25 hours
Recreation Coordinators	\$23.72/hour not to exceed \$4,547 (approximately 192 hours)
Asst All-Borough Orchestra	\$41.78/hour not to exceed 25 hours
Orchestra Director	\$41.78/hour not to exceed 25 hours

The above guide includes an increase of 4.6% over the prior year



FORT LEE BOARD OF EDUCATION
CO-CURRICULAR COMPENSATION GUIDE FOR 2006-2007

Class A Activity	\$1,683
Class B Activity	\$2,501
Class B-1 Activity	\$3,763
Class C Activity	\$5,010

CO-CURRICULAR SPECIAL ACTIVITIES

Marching Band Coordinator	\$54.50/hour not to exceed \$4,581 (approximately 84 hours)
Technical Advisor to Community Groups	42.31/hour
Chorus Director	43.66/hour not to exceed 25 hours
Recreation Coordinators	\$24.79/hour not to exceed \$4,751 (approximately 192 hours)
Asst All-Borough Orchestra	\$43.66/hour not to exceed 25 hours
Orchestra Director	\$43.66/hour not to exceed 25 hours

The above guide includes an increase of 4.5% over the prior year



FORT LEE BOARD OF EDUCATION
CO-CURRICULAR COMPENSATION GUIDE FOR 2007-2008

Class A Activity	\$1,757
Class B Activity	\$2,611
Class B-1 Activity	\$3,929
Class C Activity	\$5,230

CO-CURRICULAR SPECIAL ACTIVITIES

Marching Band Coordinator	\$56.90/hour not to exceed \$4,783 (approximately 84 hours)
Technical Advisor to Community Groups	44.17/hour
Chorus Director	45.58/hour not to exceed 25 hours
Recreation Coordinators	\$25.88/hour not to exceed \$4,961 (approximately 192 hours)
Asst All-Borough Orchestra	\$45.58/hour not to exceed 25 hours
Orchestra Director	\$45.58/hour not to exceed 25 hours

The above guide includes an increase of 4.4% over the prior year

GUIDELINES FOR COACHES COMPENSATION

No employee can move more than one step/year, regardless of the number of sports or seasons coached.

There will be no loss of credit for Fort Lee coaching experience, regardless of interruption of coaching services.

Employee (coach) will receive credit on guide only for the sport coached (same sport only) for a Fort Lee School District team.

FORT LEE BOARD OF EDUCATION

ATHLETIC GUIDES

SALARY GUIDE - 2005-2006

* OLD STEP	NEW STEP	Head Class I	Assistant Class I	Head Class II	Assistant Class II	Class III	Assistant Class III
1 & 2	1	5,400	4,400	4,700	3,600	2,700	2,200
3	2	6,500	5,000	6,000	4,400	3,300	2,800
4	3	8,200	5,900	7,300	5,400	4,000	3,750

* Old Step 1 has been eliminated

SALARY GUIDE - 2006-2007

** PRIOR YEAR STEP	NEW STEP	Head Class I	Assistant Class I	Head Class II	Assistant Class II	Class III	Assistant Class III
1 & 2	1	6,500	5,000	6,000	4,400	3,400	3,000
3	2	8,200	5,900	7,300	5,400	4,000	3,750

** Prior Year Step 1 has been eliminated

SALARY GUIDE - 2007-2008

	STEP	Head Class I	Assistant Class I	Head Class II	Assistant Class II	Class III	Assistant Class III
Class I	Football	1	6,900	5,400	6,200	4,700	3,600
		2	8,300	6,000	7,400	5,500	4,100
Class II	Girls and Boys Basketball, Wrestling, Baseball, Softball, Girls and Boys Tennis, Girls and Boys Soccer, Volleyball, Track and Field, Cross Country						
Class III	Winter Track, Golf, Bowling						

No employee can move more than one step per year, regardless of the number of sports or seasons coached.

There will be no loss of credit for Fort Lee coaching experience, regardless of interruption of coaching services.

MD

Alternative 183 days

FORT LEE BOARD OF EDUCATION

CLASSROOM INSTRUCTIONAL AIDES SALARY GUIDES

For those hired after July 1, 1999, the following guide will be in effect for 2005-2006:

* OLD STEP	NEW STEP	NON DEGREED	DEGREED
1 & 2	1	\$13.50 per hour	\$16.20 per hour
3 & 4	2	\$14.50 per hour	\$17.40 per hour
5, 6 & 7	3	\$15.50 per hour	\$18.60 per hour

For those hired prior to July 1, 1999, the following rate will be in effect for 2005-2006:

\$26.97 per hour

Effective for the 2006-2007 school year, the classroom instructional aides will be paid on a contractual basis for a seven (7) hour day and follow the same working calendar as the teachers (183 days).

For those hired after July 1, 1999, the following guides will be in effect for 2006-2007 and 2007-2008.

STEP	2006-2007		2007-2008	
	NON DEGREED	DEGREED	NON DEGREED	DEGREED
1	\$17,294	\$20,752	\$17,294	\$20,752
2	\$18,575	\$22,289	\$18,575	\$22,289
3	\$19,856	\$23,827	\$19,856	\$23,827

For those hired prior to July 1, 1999, the following guides will be in effect for 2006-2007 and 2007-2008.

2006-2007	2007-2008
\$36,098	\$37,686

* Eliminated 4 steps

Schedule B
FORT LEE PUBLIC SCHOOLS
EMPLOYEE'S REPORT OF REASON FOR ABSENCE

INSTRUCTIONS:

For maintaining accuracy in record keeping, this report form should be completed in duplicate with a pen and submitted to the employee's immediate superior, not later than the first day upon which the employee returns to work, following any day of absence for any reason. For this purpose, the immediate superior is defined as the Principal to whom the employee is assigned for administrative purposes and roving custodians who service more than one school building shall submit their report to the Board of Education office.

The here-defined immediate superior, as the Principal, shall retain for file one copy of this report and promptly submit the other copy to the office of the Secretary of the Board of Education.

EMPLOYEE'S STATEMENT:

On the following days(s) I will be or was absent for the following reason:

Absence starting on date of _____

(Month)

(Day)

(Year)

and extending through date of _____

(Month)

(Day)

(Year)

thus making a total of employment days of absence for this occasion:

No. of working days absent _____

for the reason of: _____

(Check one, and fill in any blanks on item checked; if more than one reason is applicable, list to the left of each box checked the appertaining dates.)

☐

Sick leave (my own personal illness or injury):

Employees on 10-month contract allowed 10 days per year and employees on 12-month contract allowed 12 days per year, with additionally unused portions accumulated from previous year's allowed -- without pay deduction.

☐

Emergency leave: Up to 5 days per year without pay deduction is allowed for the following:

(1) court order, or (2) death, critical illness or injury or an emergency of a member of my immediate family (father, mother, brother, sister, husband, wife or child) or my in-laws (father-in-law, mother-in-law, brother-in law, sister-in-law), an employee's grandparent and employee's spouse's grandparents, plus members of an employee's immediate household. Any emergency to personal property and residence.

If for death, critical illness or injury or an emergency, state here the relationship of the involved person.

☐

Personal leave: One day per year without pay deduction is allowed when taking a personal day, in accordance with Article XX, Section 1B of the agreement between the parties.

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Attendance at professional conference, convention, or meeting when approved in advance by the Superintendent of Schools or the Board of Education.

State occasion and place:

THIS REPORT MAY NOT BE CHANGED AFTER FILING

Name (Please Print)

Date signed

Signature of Employee

Signature of Immediate Supervisor

School

